

BLUE Slide Layout

Marker

Page Title

Marker

This page contains an embedded video element and is optimized to work with PowerPoint 2010 and newer.

Marker

Marker

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This page contains an embedded video element and is optimized to work with PowerPoint 2010 and newer.

Marker

Marker

- This Layout Page has bullets
 - And Indented Levels
 - Level 3 Text Placeholder
 - Level 4 Placeholder
 - Level 5 Placeholder

**Add a
Message Here**

Optional Text Goes Here



RED Slide Layout

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- This Layout Page has bullets
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 - Level 3 Text Placeholder
 - Level 4 Place Holder
 - Level 5 Place Holder



ORANGE Slide Layout

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- This Layout Page has bullets
 - And Indented Levels
 - Level 3 Text Placeholder
 - Level 4 Place Holder
 - Level 5 Place Holder



YELLOW Slide Title

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Page Title

This page contains an embedded video element and is optimized to work with PowerPoint 2010 and newer.

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Add a
Message Here

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 - Level 3 Text Placeholder
 - Level 4 Place Holder
 - Level 5 Place Holder



PURPLE Slide Title

Marker

Page Title

Marker

This page contains an
embedded video element
and is optimized to work with
PowerPoint 2010 and newer.

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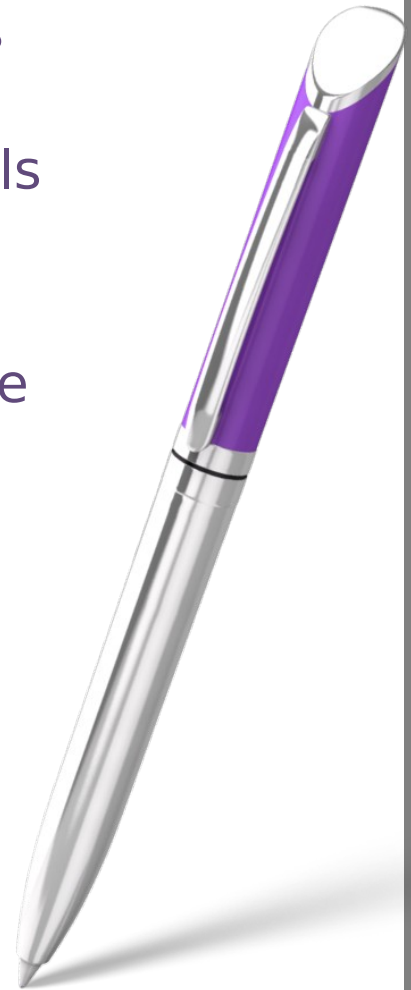
Marker

Marker

Page Title

**Add a
Message Here**

- This Layout Page has bullets
 - And Indented Levels
 - Level 3 Text Placeholder
 - Level 4 Place Holder
 - Level 5 Place Holder



TURQUOISE Slide Title

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Page Title

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 - Level 5 Place Holder



GREEN Slide Title

Marker

Page Title

Marker

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This page contains an embedded video element and is optimized to work with PowerPoint 2010 and newer.

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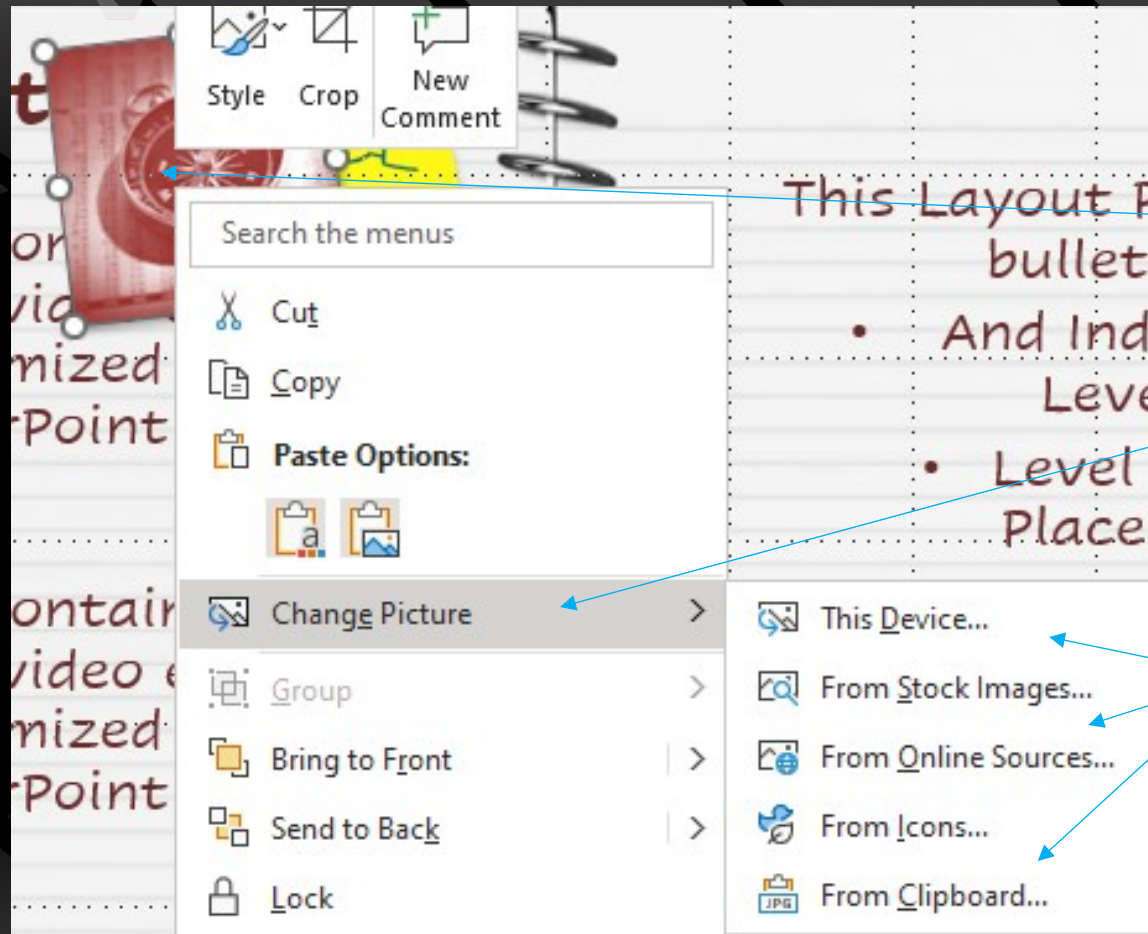
Marker

Marker

- This Layout Page has bullets
 - And Indented Levels
 - Level 3 Text Placeholder
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 - Level 5 Place Holder



Replacing Pictures

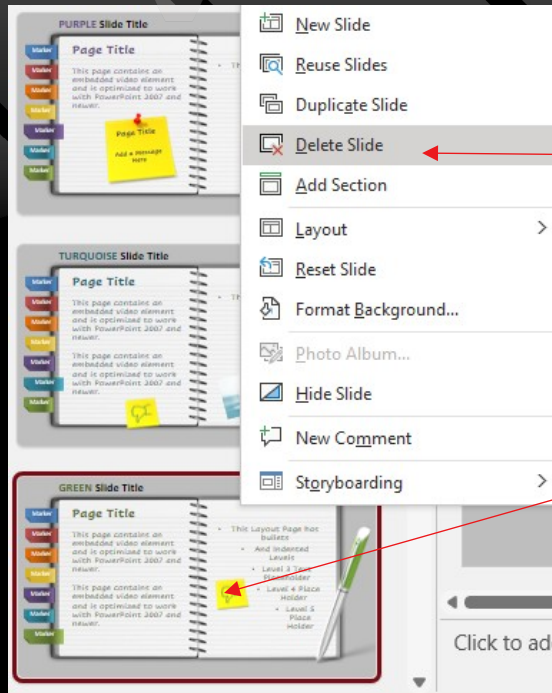


1. Right click on an image.

2. Choose Change Graphic.

3. Select the new picture from This Device , From Stock Images, From Icons.

Deleting a Page Slide

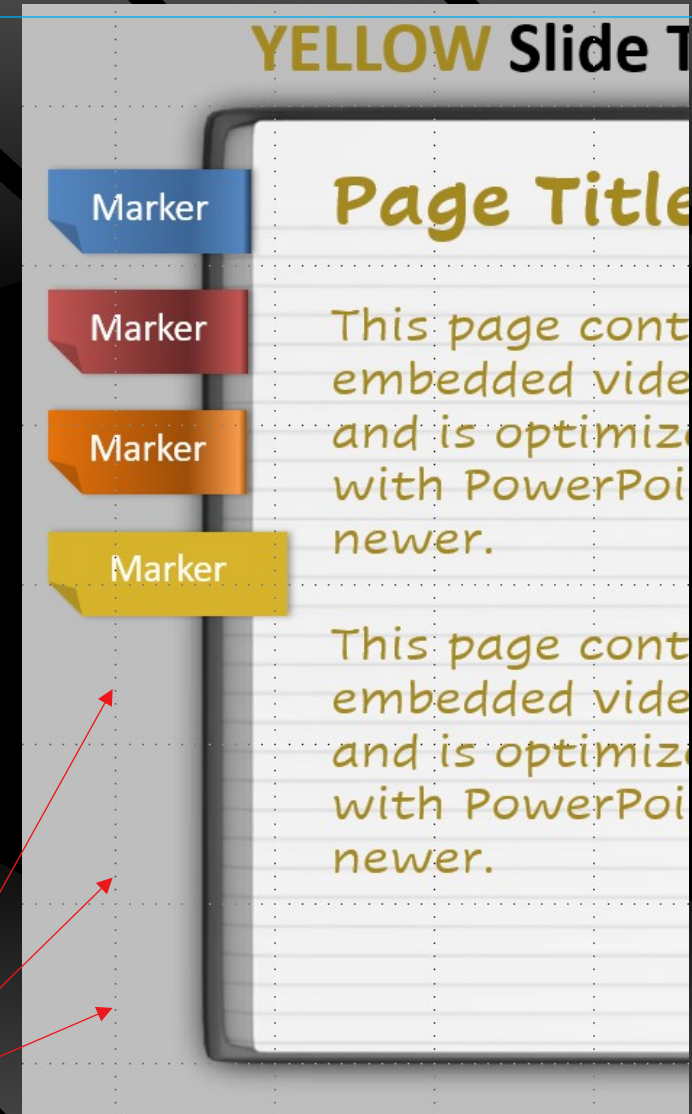


1. Right click on a slide and select Delete Slide from the options.

To avoid having gaps in the tabs, the best option is to delete the slide starting with Slide 7 and working backwards. 7,6,5

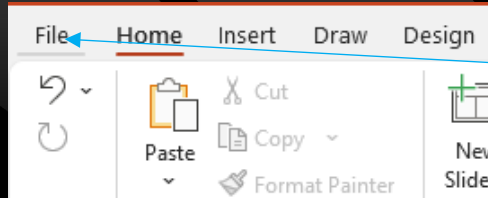
2. Once you have all the slides you want deleted, go to all other slides and remove those tabs color.

Here I deleted slides Green, Turquoise, and Purple. Then, deleted the tabs from the other

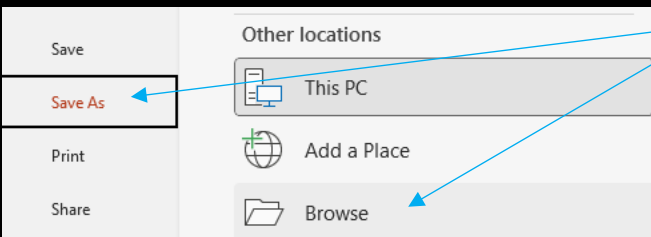


Save As a PowerPoint Show

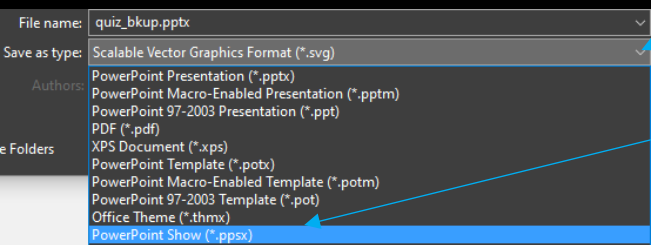
If you don't want to include all these flowchart slides in your main presentation, but still want to access the flowchart from your main presentation, follow these steps.



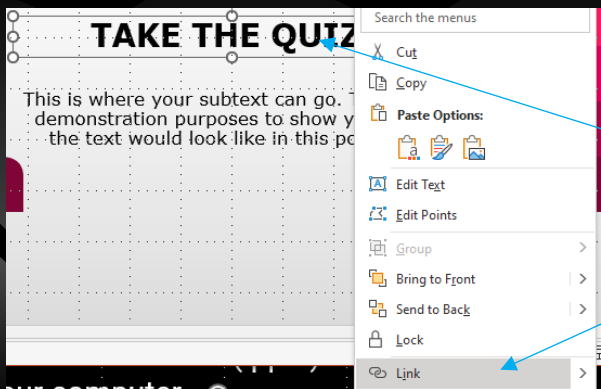
1. Go to File in the top menu.



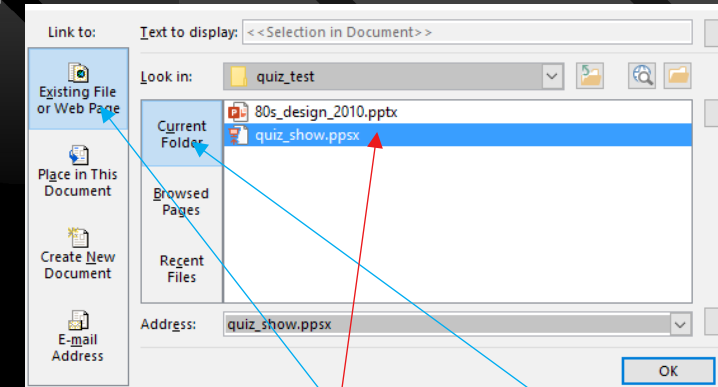
2. Choose Save As and click Browse from This PC.



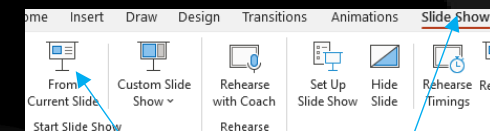
3. Click the **Save as type:** drop down options. Choose **PowerPoint Show (.pptx)**.
NOTE* Save file to your computer in the same folder where your main presentation is saved.
4. Open your main presentation you would like to add the quiz in. Make a new Text box on a slide and call it something like "Take the Quiz".



Right click on the text box and choose Link from the menu.



5. Choose **Existing File** > **Current Folder** > Choose the **.ppsx** file you saved from step 3.



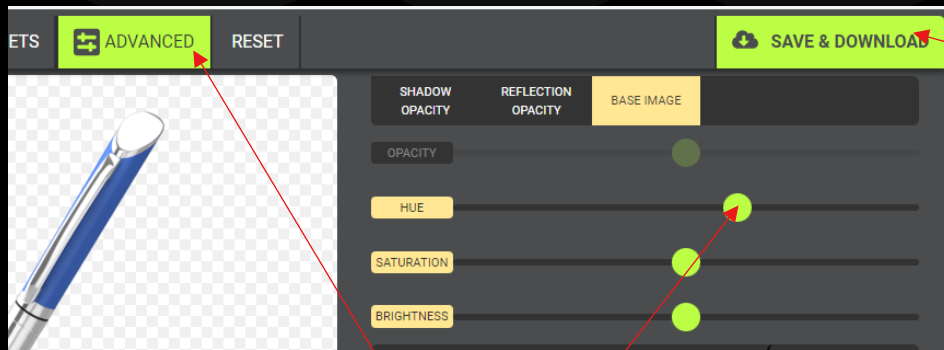
6. Preview Slide Show and click on the "Take the Quiz" text and the quiz should appear. To exit the quick hit Esc on your keyboard.

NOTE* You can also use a linked image instead of text. Follow the same steps.

Change a Pens Color

1. Play slideshow and DOUBLE CLICK THIS TEXT or paste this web address in your browser:

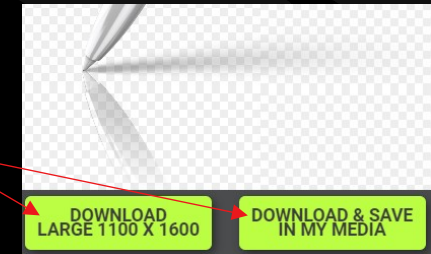
<https://www.presentermedia.com/powerpoint-clipart/business-pen-angled-pid-6630>



2. You should now be on the PresenterMedia website and see the pen.

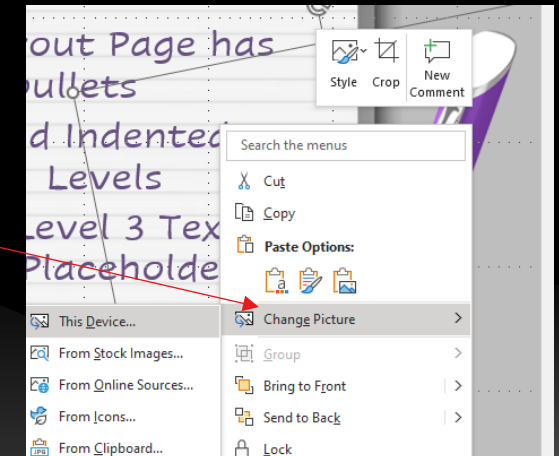
- Click the ADVANCED button
- And adjust the hue color to find the right color.

3. Click SAVE & DOWNLOAD and then choose to only download or download & save in my media. Either option is fine.



4. Right click on the pen you would like to replace and choose Change Picture.

5. Find where on your computer where you save the newly colored pen.



Probably in your computers. Downloads

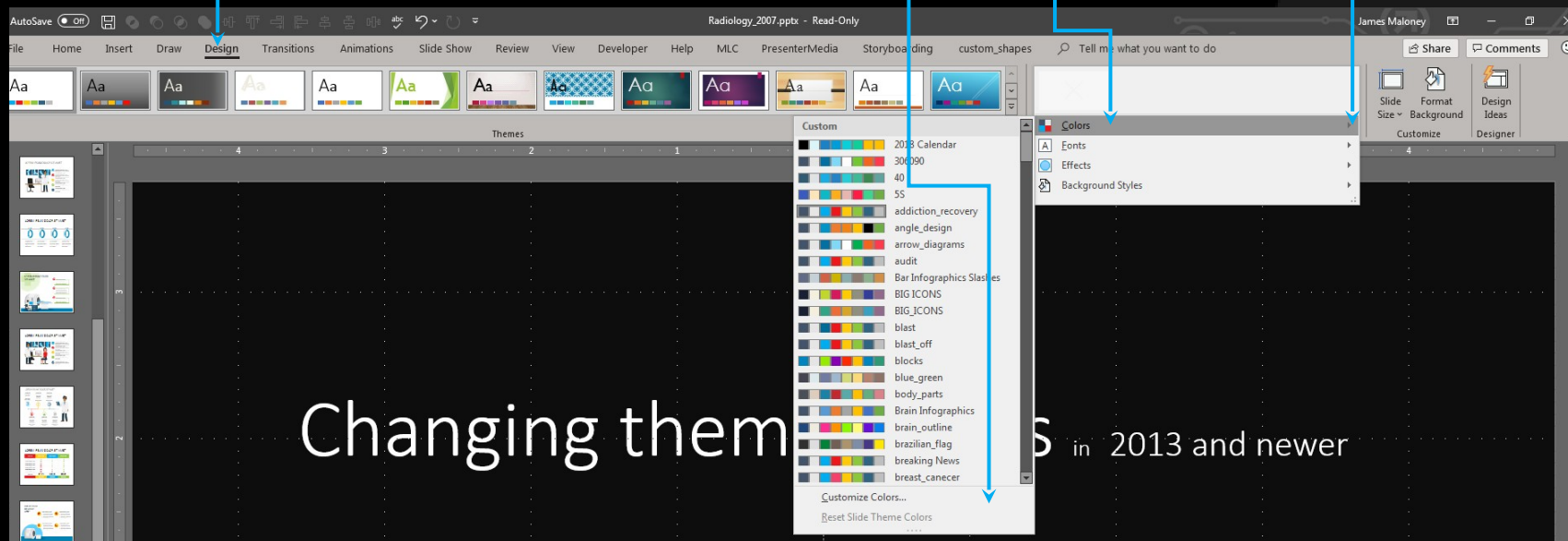
Changing theme Colors in PowerPoint 2013 and newer

1. Click on the design tab

4. Select Customize Colors.

3. Select Colors

2. Select This Arrow

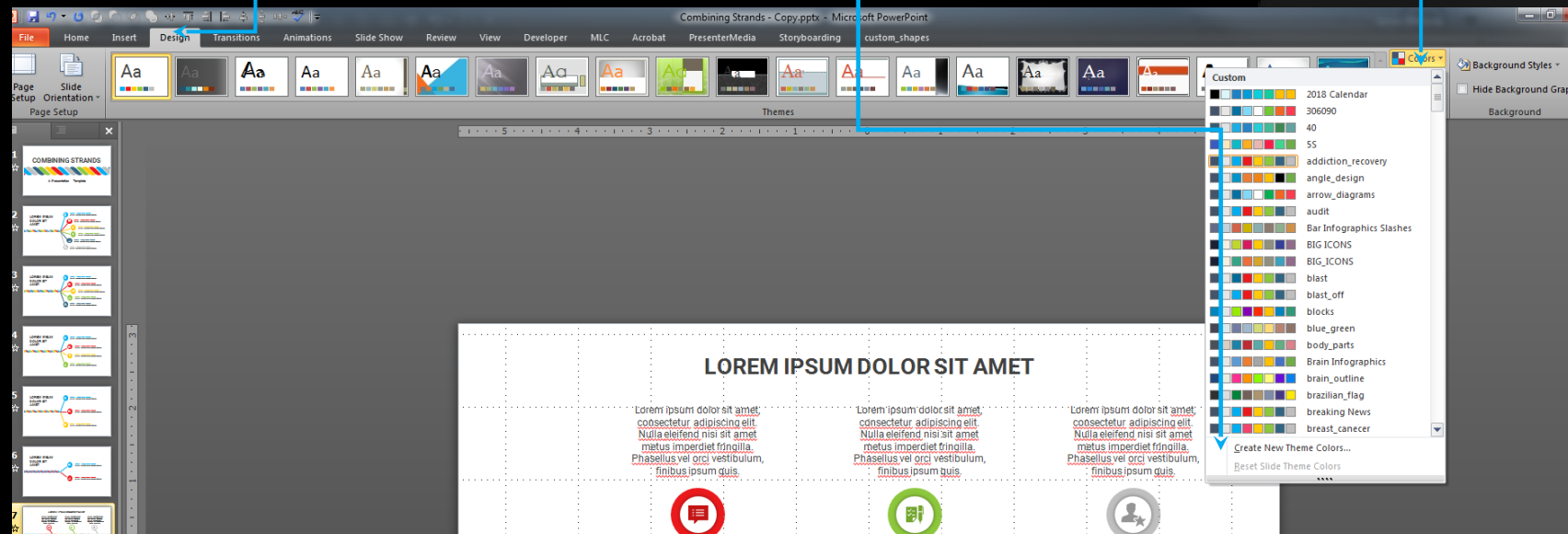


Changing theme Colors in PowerPoint 2010

1. Click on the design tab

3. Create New Theme Colors.

2. Select Colors

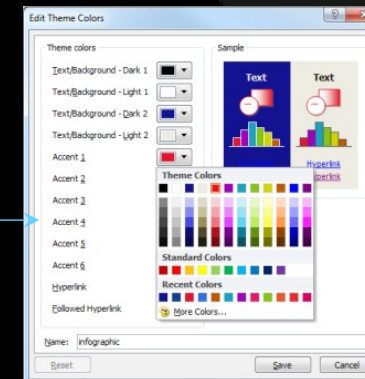
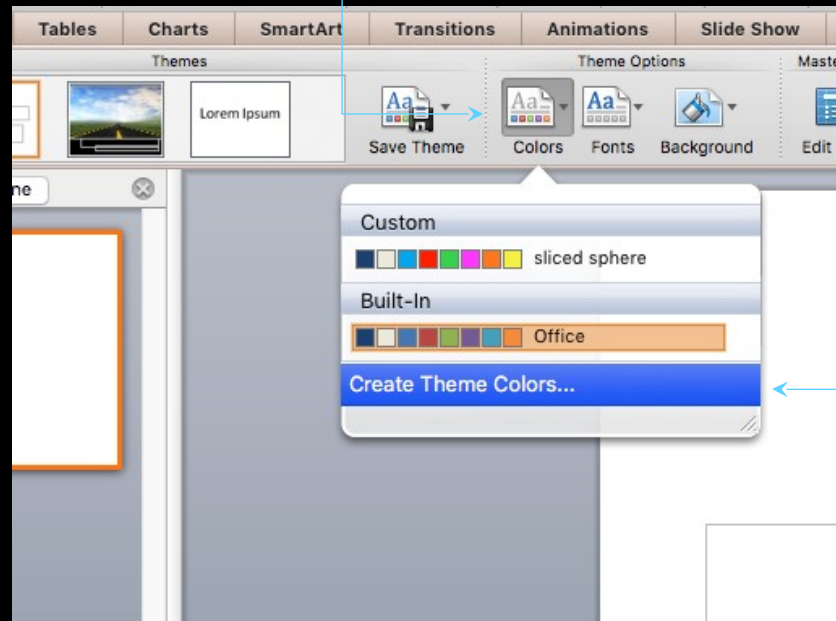


Changing theme Colors in PowerPoint Mac 2011

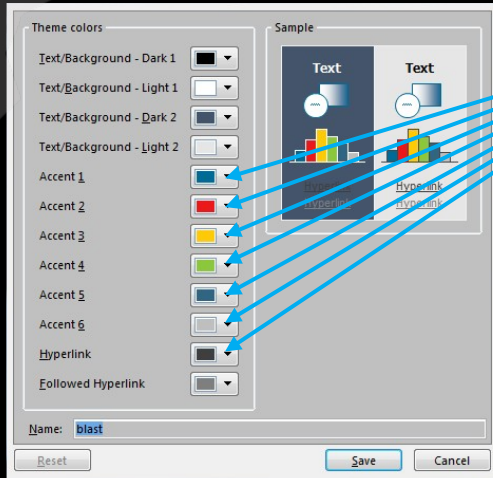
1. Expand Document Theme

2. Click Create Theme Colors

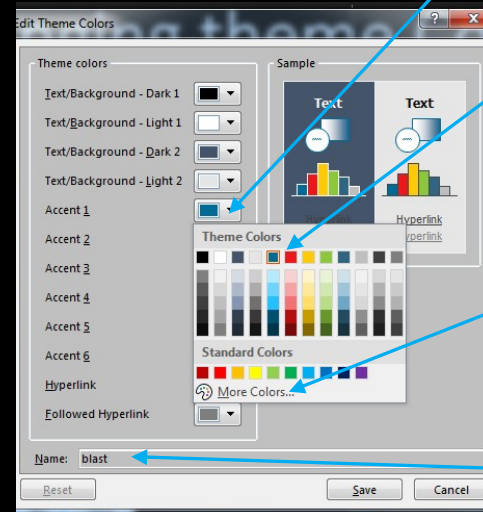
3. Change Accent Colors



Changing theme **ACCENT** Colors



All the accents plus the Text/Background-Dark2 are what control the colors in this template.



- Left click on a color drop down to bring up the colors.

- The top square that is highlighted is the main color, select it and change its color.

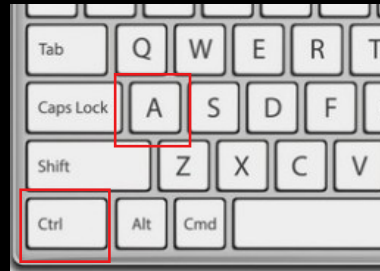
- Click on More Colors to edit RGB values and select new colors.

- Create a new name for your theme and click the save button at the bottom.

Remove **Animation** from any slide

1. Go to the slide you would like to remove the animation from.

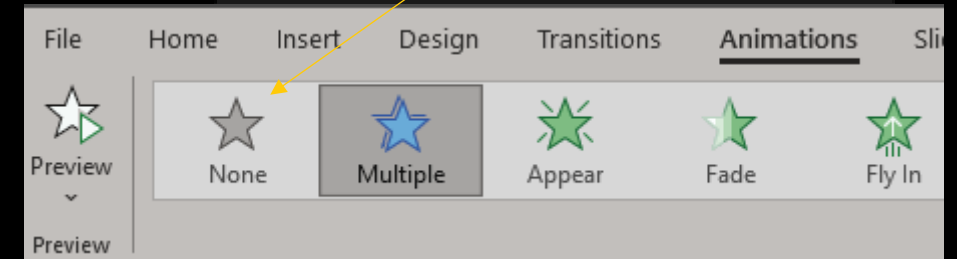
2. Hold Ctrl and press a on your keyboard to select all.



If on a Mac hold Command and press a.



3. With everything on that slide selected, go to the animation menu and select None.





Questions?
More Information?

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support@presentermedia.com

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